

Minutes
Jefferson County Commission
Thursday, June 21, 2012

A meeting of the Jefferson County Commission was held on Thursday, June 21, 2012 in the County Commission meeting room at the Old Charles Town Library located at 200 E. Washington Street, Charles Town, West Virginia. Present were Commissioners Patricia Noland, Dale Manuel, Frances Morgan and Walt Pellish. (Commissioner Widmyer was absent with notice.) Debbie Keyser, Interim County Administrator, Debbie Stellato, Administrative Assistant, and Jimmy Eddie, Bailiff. (An audio tape of this June 21, 2012 meeting is available through the Jefferson County Commission Office.)

The meeting was called to order at 9:30 a.m. by Commissioner Noland.

PLEDGE OF ALLEGIANCE

Commissioner Morgan led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Morgan to approve the Minutes of the June 14, 2012 regular meeting as amended. Motion seconded by Mr. Manuel and unanimously approved.

Motion by Mr. Manuel to approve the Minutes of the June 14, 2012 Public Hearing as presented. Motion seconded by Mr. Pellish and unanimously approved. (Ms. Morgan abstained from voting as she was absent with notice from the June 14, 2012 Public Hearing.)

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Morgan to approve Purchase Orders of June 21, 2012 in the amount of \$32,445.19, being purchase order numbers: 50854, 50615, 50886, 50888, 50891, 49700, 49701, 49702, 51013, 49905, 49757, 49759, 49760, 79762, 49756, 49624, 49758 and 50794. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Mr. Manuel to approve the accounts payable for June 21, 2012 in the amount of \$451,001.70. Motion seconded by Mr. Pellish and unanimously approved.

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
067524	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,413.46	\$ 4,413.46
067525	425	COMCAST		\$ -	\$ 346.96	\$ 346.96
067526	424	AT&T/IL		\$ -	\$ 1.59	\$ 1.59
067527	425	BOLAND SERVICES	51086	\$ 4,240.00	\$ -	\$ 4,240.00
067528	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
067529	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
067530	424	BURKE ST. TRIMMINGS LLC	49749	\$ 250.00	\$ -	\$ 250.00

067531	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
067532	413	CASTO & HARRIS INC	49694	\$ 10,586.80	\$ -	\$ 10,586.80
067533	PAYROLL	VA DEPT OF TAXATION		\$ -	\$ 686.46	\$ 686.46
067534	405	MARCIA L. CHANDLER, RPR	49620	\$ 658.35	\$ -	\$ 658.35
067535	405	CIVIC RESEARCH INSTITUTE	49621	\$ 179.95	\$ -	\$ 179.95
067536	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
067537	PAYROLL	COLONIAL LIFE		\$ -	\$ 1,113.63	\$ 1,113.63
067538	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 57.80	\$ 57.80
067539	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
067540	433	EARTH VECTOR SYSTEMS	50851	\$ 795.00	\$ -	\$ 795.00
067541	425	84 LUMBER	49746	\$ 107.37	\$ -	\$ 107.37
067542	GRANT	FREEDOM'S RUN		\$ -	\$ 8,400.00	\$ 8,400.00
067543	424	FISHER AUTO PARTS	49747	\$ 829.80	\$ -	\$ 829.80
067543	700	FISHER AUTO PARTS	49747	\$ 707.59	\$ -	\$ 707.59
067544	424	GUTTMAN OIL CO		\$ -	\$ 13,426.78	\$ 13,426.78
067545	424	HASLER INC.	53036	\$ 321.00	\$ -	\$ 321.00
067546	401	RICOH USA, INC		\$ -	\$ 185.34	\$ 185.34
067546	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
067546	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
067546	405	RICOH USA, INC		\$ -	\$ 193.27	\$ 193.27
067546	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
067546	425	RICOH USA, INC		\$ -	\$ 32.14	\$ 32.14
067546	433	RICOH USA, INC		\$ -	\$ 75.02	\$ 75.02
067546	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
067546	700	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
067546	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
067547	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 1,110.00	\$ 1,110.00
067548	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 179.22	\$ 179.22
067549	439	JEFFERSON PUBLISH CO INC	50711	\$ 129.22	\$ -	\$ 129.22
067550	425	JEFFERSON UTILITIES INC		\$ -	\$ 499.76	\$ 499.76
067551	413	JEFFERSON COUNTY SCHOOLS	49699	\$ 1,155.00	\$ -	\$ 1,155.00
067552	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
067552	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,320.48	\$ 4,320.48
067553	GRANT	JC BLACK HISTORY		\$ -	\$ 1,991.00	\$ 1,991.00
067554	405	DANIEL M. JAMES		\$ -	\$ 319.68	\$ 319.68
067555	711	J.H. HARVEY CONSULTING	53195	\$ 8,900.00	\$ -	\$ 8,900.00
067556	424	JERRY'S FORD/LINCOLN/MER	49754	\$ 272.72	\$ -	\$ 272.72
067556	700	JERRY'S FORD/LINCOLN/MER	49754	\$ 3,353.08	\$ -	\$ 3,353.08
067557	PAYROLL	COMPTRROLLER OF MARYLAND		\$ -	\$ 774.22	\$ 774.22
067558	424	HOME DEPOT CREDIT SERVIC		\$ -	\$ 1,143.35	\$ 1,143.35
067559	439	MANPOWER	50713	\$ 443.12	\$ -	\$ 443.12

067560	PAYROLL	MD CHILD SUPPORT ACCOUNT		\$ -	\$ 18.46	\$ 18.46
067561	412	SHAY MCNEIL		\$ -	\$ 301.92	\$ 301.92
067562	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
067563	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
067564	712	NAEMD	50989	\$ 325.00	\$ -	\$ 325.00
067565	402	PIFER OFFICE SUPPLY, INC	49689	\$ 537.87	\$ -	\$ 537.87
067565	402	PIFER OFFICE SUPPLY, INC	49703	\$ 81.95	\$ -	\$ 81.95
067566	425	POTOMAC EDISON		\$ -	\$ 2,239.28	\$ 2,239.28
067567	424	RCS SECURITY	49748	\$ 275.00	\$ -	\$ 275.00
067568	401	RICOH USA, INC.		\$ -	\$ 158.45	\$ 158.45
067568	403	RICOH USA, INC.		\$ -	\$ 316.84	\$ 316.84
067568	404	RICOH USA, INC.		\$ -	\$ 158.42	\$ 158.42
067568	405	RICOH USA, INC.		\$ -	\$ 316.84	\$ 316.84
067568	406	RICOH USA, INC.		\$ -	\$ 158.42	\$ 158.42
067568	425	RICOH USA, INC.		\$ -	\$ 158.42	\$ 158.42
067568	433	RICOH USA, INC.		\$ -	\$ 158.42	\$ 158.42
067568	440	RICOH USA, INC.		\$ -	\$ 158.42	\$ 158.42
067568	700	RICOH USA, INC.		\$ -	\$ 475.26	\$ 475.26
067568	712	RICOH USA, INC.		\$ -	\$ 158.42	\$ 158.42
067569	712	RS/AASHTO	48186	\$ 1,120.00	\$ -	\$ 1,120.00
067570	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 175.50	\$ 175.50
067570	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 57.50	\$ 57.50
067570	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 434.00	\$ 434.00
067570	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,127.65	\$ 1,127.65
067570	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 73.00	\$ 73.00
067570	700	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,025.20	\$ 1,025.20
067571	405	SPECIALTY BUS SUPPLIES	49622	\$ 1,138.57	\$ -	\$ 1,138.57
067572	405	STAPLES CREDIT PLAN	49623	\$ 119.80	\$ -	\$ 119.80
067573	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 29,561.06	\$ 29,561.06
067573	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 1.36	\$ 1.36
067573	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 103.40	\$ 103.40
067574	704	ST/WV REGIONAL JAIL &	51012	\$ 95,696.80	\$ -	\$ 95,696.80
067575	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 36,034.23	\$ 36,034.23
067575	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 85.26	\$ 85.26
067575	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.78	\$ 23.78
067575	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,048.04	\$ 10,048.04
067575	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.19	\$ 3.19
067575	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 0.88	\$ 0.88
067576	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.60	\$ 2.60
067576	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 40,563.22	\$ 40,563.22
067576	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 118.84	\$ 118.84

067577	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 8,671.56	\$ 8,671.56
067578	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 13,262.35	\$ 13,262.35
067579	425	SHENANDOAH VALLEY WATER		\$ -	\$ 660.75	\$ 660.75
067580	424	THOMASSEN FORD MERCURY	49753	\$ 191.90	\$ -	\$ 191.90
067581	GRANT	TRENARY SERVICE CO		\$ -	\$ 18,000.00	\$ 18,000.00
067582	712	PANHANDLE ACCIDENT RECON	49812	\$ 300.00	\$ -	\$ 300.00
067583	405	WEST PAYMENT CENTER	50419	\$ 2,107.55	\$ -	\$ 2,107.55
067584	424	WILLIAMS MOTOR PARTS, IN	49720	\$ 415.91	\$ -	\$ 415.91
067584	700	WILLIAMS MOTOR PARTS, IN	49720	\$ 891.61	\$ -	\$ 891.61
067585	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1.38	\$ 1.38
067585	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 24,269.90	\$ 24,269.90
067586	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 4.44	\$ 4.44
067586	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 78,202.81	\$ 78,202.81
067587	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 133.20	\$ 133.20
067588	412	WPS,INC	53146	\$ 6,046.06	\$ -	\$ 6,046.06
TOTAL						\$ 451,001.70
TOTAL				\$ 142,177.02	\$ 308,824.68	\$ 451,001.70

PUBLIC COMMENT

Eleanor Finn questioned why the purchase of the Briel Building was on the Agenda this week. Also questioned whether stormwater management would be affected if the Commission approved an extension until July 1, 2015 for developers to finalize subdivision permits and site plans.

PRESENTATIONS

1. **Interns from Job Corps Hope Clemons, Corbi Grenwalt, Michael Sherman and Laticia Santiago** were presented Certificates for their excellent work while assisting various departments in Jefferson County. Charlotte Hernandez, who worked closely with Laticia Santiago commented on her ability to handle any assignment given to her. Debbie Keyser spoke briefly about Michael Sherman and his assistance and eagerness to help. Nichelle Hosby commented about Hope Clemons' and Corbi Grenwalt's contributions to the County Commission Office.
2. **Sally Gran** explained and presented revised Budget Revisions #1018 and #1022 for the Commission's approval.

Motion by Mr. Pellish to approve revised **Budget Revision #1018**. Motion seconded by Ms. Morgan and unanimously approved.

Motion by Ms. Morgan to approve revised **Budget Revision #1022**. Motion seconded by Mr. Manuel and unanimously approved.

NEW BUSINESS

- 3. Request for approval of the Resolution for the Community Participation Grant in the amount of \$2,500 for the Convention and Visitors Bureau.**

Motion by Mr. Manuel to approve the Resolution for the Community Participation Grant in the amount of \$2,500 for the Convention and Visitors Bureau. Motion seconded by Mr. Pellish and unanimously approved.

JEFFERSON COUNTY COMMISSION

CHARLES TOWN, WV

RESOLUTION

The Jefferson County Commission met on the 21st day of June, 2012 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Patricia A. Noland, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds pursuant to provisions of the Community Participation Grant Program in the amount of \$2,500. The funds from this project is for materials and installation for new flooring for the Convention and Visitors Bureau.

Dated: _____

 PATRICIA A. NOLAND
 PRESIDENT
 JEFFERSON COUNTY COMMISSION

ATTESTED: _____
 County Clerk

09LEDA0836N

- 4. Request for approval of the Resolution for the Community Participation Grant in the amount of \$5,000 for the Harpers Ferry Welcome Center.**

Motion by Ms. Morgan to approve the Resolution for the Community Participation Grant in the amount of \$5,000 for the Harpers Ferry Welcome Center. Motion seconded by Mr. Pellish and unanimously approved.

**JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV**

RESOLUTION

The Jefferson County Commission met on the 21st day of June, 2012 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Patricia A. Noland, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds pursuant to provisions of the Community Participation Grant Program in the amount of \$5,000. The funds from this project is for materials and installation for new flooring for the Harpers Ferry Welcome Center.

Dated: _____

PATRICIA A. NOLAND
PRESIDENT
JEFFERSON COUNTY COMMISSION

ATTESTED: _____
County Clerk

12LEDA0077

- 5. Request for approval of the Resolution for the Community Participation Grant in the amount of \$2,000 for the Eastern Panhandle Trailblazers.**

Motion by Mr. Manuel to approve the Resolution for the Community Participation Grant in the amount of \$2,000 for the Eastern Panhandle Trailblazers. Motion seconded by Ms. Morgan and unanimously approved.

**JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV**

RESOLUTION

The Jefferson County Commission met on the 21st day of June, 2012 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Patricia A. Noland, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds

pursuant to provisions of the Community Participation Grant Program in the amount of \$2,000. The funds from this project is for the purchase of fabricated trail signs (mile markers and trail maps at the trail heads) for the Eastern Panhandle Trailblazers.

Dated: _____

PATRICIA A. NOLAND
PRESIDENT
JEFFERSON COUNTY COMMISSION

ATTESTED: _____

County Clerk

08LEDA0803N

6. Request for approval of the Resolution for the Community Participation Grant in the amount of \$2,000 for the Jefferson County Commission.

Motion by Mr. Manuel to approve the Resolution for the Community Participation Grant in the amount of \$2,000 for the Jefferson County Commission. Motion seconded by Mr. Pellish and unanimously approved.

**JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV**

RESOLUTION

The Jefferson County Commission met on the 21st day of June, 2012 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Patricia A. Noland, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds pursuant to provisions of the Community Participation Grant Program in the amount of \$2,000. The funds from this project is for the purchase of fabricated trail signs(mile markers and trail maps at the trail heads) for the Eastern Panhandle Trailblazers.

Dated: _____

PATRICIA A. NOLAND
PRESIDENT
JEFFERSON COUNTY COMMISSION

ATTESTED: _____

County Clerk

08LEDA0803N

7. Request for approval of the Resolution for the Community Participation Grant in the amount of \$50,000 for the Alliance for Youth.

Motion by Mr. Manuel to approve the Resolution for the Community Participation Grant in the amount of \$50,000 for the Alliance for Youth. Motion seconded by Mr. Pellish and unanimously approved.

**JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV**

RESOLUTION

The Jefferson County Commission met on the 21st day of June, 2012 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Patricia A. Noland, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds pursuant to provisions of the Community Participation Grant Program in the amount of \$50,000. The funds from this project is for the West Virginia Promise Program - The Alliance for Youth is a statewide program through Volunteer WV, Inc.

Dated: _____

PATRICIA A. NOLAND
PRESIDENT
JEFFERSON COUNTY COMMISSION

ATTESTED: _____
County Clerk

12CPGP

8. Request for approval of the Resolution for the Community Participation Grant in the amount of \$5,000 for the Contemporary American Theater Festival (CATF).

Motion by Mr. Manuel to approve the Resolution for the Community Participation Grant in the amount of \$55,000 for the Contemporary American Theater Festival (CATF). Motion seconded by Mr. Pellish and unanimously approved.

**JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV**

RESOLUTION

The Jefferson County Commission met on the 21st day of June, 2012 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Patricia A. Noland, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds pursuant to provisions of the Community Participation Grant Program in the amount of \$5,000. The funds from this project will be used to further expand the reach and visibility of the Contemporary American Theater Festival.

Dated: _____

PATRICIA A. NOLAND
PRESIDENT
JEFFERSON COUNTY COMMISSION

ATTESTED: _____

County Clerk

12CPGP

- 9. Request the appointment of John Reisenweber, Director of the Jefferson County Development Authority to the Eastern Panhandle Regional Planning and Development Council (Region 9) for a two-year term ending June 30, 2014.**

Motion by Mr. Manuel to approve the appointment of John Reisenweber, Director of the Jefferson County Development Authority to the Eastern Panhandle Regional Planning and Development Council (Region 9) for a two-year term ending June 30, 2014. Motion seconded by Mr. Pellish and unanimously approved.

PRESENTATIONS continued

- 10. Request by Patricia McMillan, HOME Administrator, New HOME Consortium, to approve and authorize the Commission President to sign the Resolution and Agreement between the Jefferson County Commission and the New Home Consortium for Fiscal Years 2013, 2014 and 2015.**

Motion by Ms. Morgan to approve and authorize the Commission President to sign the Agreement between the Jefferson County Commission and the New HOME Consortium for Fiscal Years 2013, 2014 and 2015. Motion seconded by Mr. Manuel and unanimously approved.

Motion by Mr. Pellish to approve and authorize the Commission President to sign the associated Resolution for Fiscal Years 2013, 2014 and 2015. Motion seconded by Ms. Morgan and unanimously approved.

RESOLUTION

RESOLUTION OF THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA AUTHORIZING PARTICIPATION IN THE EASTERN PANHANDLE HOME CONSORTIUM FOR THE PERIOD OF JULY 1, 2013 TO JUNE 30, 2016.

HEREAS, TITLE II of the National Affordable Housing Act of 1990 provides for the creation of the HOME Investment Partnership Program (hereinafter referred to as "HOME"); and

HEREAS, the HOME regulations promulgated by the U.S. Department of Housing and Urban Development (HUD) under 24

CFR Part 92 authorizes units of general local government to enter into Housing Consortium **Cooperation Agreements; and** **HEREAS**, there is a need throughout the Eastern Panhandle of West Virginia to provide affordable housing for low and moderate income residents; and

HEREAS, the City of Martinsburg, County of Berkeley, Town of Hedgesville, County of Jefferson, Town of Bolivar, City of Charles Town, Town of Harpers Ferry, City of Ranson, Town of Shepherdstown, County of Morgan, Town of Bath and Town of Paw Paw, West Virginia, have formed a Consortium that has been designated a Participating Jurisdiction under the HOME Program; and

HEREAS, the Eastern Panhandle HOME Consortium is required to seek designation as a HOME Consortium for subsequent qualifying period for July 1, 2013 through June 30, 2016 in order to seek annual funding; and

HEREAS, the County Commission of Jefferson County desires to enter into a three (3) year Housing Consortium Cooperation Agreement for the period FY 2013, FY 2014 and FY 2015, with an annual renewal clause participation in the HOME Consortium for the Eastern Panhandle;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA THAT:

- I. The **County of Jefferson** will cooperate with the City of Martinsburg, County of Berkeley, Town of Hedgesville, County of Jefferson, Town of Bolivar, City of Charles Town, Town of Harpers Ferry, City of Ranson, Town of Shepherdstown, County of Morgan, Town of Bath and Town of Paw Paw, West Virginia, in a Consortium for participation in the HOME Program; and
2. The **President** of the County Commission of Jefferson County is hereby authorized to enter into Housing Consortium Cooperation Agreement for the period of July 1, 2013 to June 30, 2016, renewable one year increments through June 30, 2016, with the other members which form the Eastern Panhandle HOME Consortium; and
3. A copy of this resolution is to be submitted in the request to US. Department of Housing and Urban Development to approve the designation of the HOME Consortium of the Eastern Panhandle of West Virginia.

Adopted this 14th day of June, 2012.

Patricia A. Noland, Commission President

Attest:

Witness

11. Paul Shroyer, Director of Financial Management:

- **Request for approval of West Virginia Risk Pool renewal for 7-1-12- 7-1-13.**

Motion by Mr. Manuel to approve the renewal of the West Virginia Risk Pool Insurance for 7-1-12 – 7-1-13. Motion seconded by Ms. Morgan and unanimously approved. (Paul will review the policy and rider as compared to last year’s policy.)

- **Request for approval of amended Budget Revision #1023.**

Motion by Mr. Pellish to approve amended Budget Revision #1023. Motion seconded by Mr. Manuel and unanimously approved.

- **Discussed list of expenses for the CIP, Courthouse and Other Buildings.**

Included on the list was a new phone system for all County offices estimated by Bill Polk to cost approximately \$175,000; cost for moving the AS400; cost of a new server for the Planning and Zoning Department; cost of mapping software for GIS Department rough estimate of \$75,000 – Mr. Fagan is working on getting a more solid figure; the possible purchase of the Briel Building; space needs; CAD System (estimated cost of \$800,000); possible addition behind the Smoot Building; elevator for the Mason Building estimated at \$250,000; repairs on County Courthouse

- **Request from Mark Hofe of the Twenty-Third Circuit Probation Department for the Commission to provide tables and chairs for the Juvenile Drug Court.**

Mr. Hofe and Shroyer spoke and it was decided that Mr. Hofe will meet with Bill Polk, Maintenance Director, and look over the tables and chairs that the County is not currently using to see if any will serve his purpose.

- **Mr. Shroyer discussed audit findings and the response he received from Stuart Stickel, CPA, Deputy State Auditor.** The audit cited two departments which showed excess budget wages paid to employees in 2010 and 2011. Ms. Keyser will draft a policy regarding authorization for any expenditure of excess budget monies.
- **Mr. Shroyer prepared and submitted a Budget Analysis for May 2012 which he discussed with the Commissioners.**

The Commission took a short break at 10:53 a.m.

The Commission reconvened the meeting at 11:05 a.m.

12. **Roger Goodwin, Chief County Engineer, along with Carol Goolsby from Region 9 spoke about the Chesapeake Bay Initiative and the Chesapeake Bay Regulatory and Accountability Grant. Ms. Goolsby explained that Region 9 assists by researching and providing information to the County.**

The Commission directed Ms. Keyser to submit the application for the Grant to the Legal Department for review and, if approved by Ms. Grove, to put the item on the Agenda for sometime in July 2012.

- **Rebecca Burns, Office Manager, Engineering Department, requested that the Commission authorize Staff to call on any Letter of Credits that are due and are not renewed by the close of business on Monday, July 9, 2012.**
- Motion by Ms. Morgan to authorize Engineering Department Staff to call on any Letter of Credits that are due and are not renewed by the close of business on Monday, July 9, 2012. Motion seconded by Mr. Pellish and unanimously approved.

13. **Request by Terry Simons, WorkCamp Coordinator for the Office of Youth Ministry that the Commission approve a waiver of permit fees for approximately 96 proposed charitable home repair projects for those in need.**

Motion by Mr. Manuel to waive permit fees for the Office of Youth Ministry home repair projects for people in the area that are in need of assistance. Motion seconded by Mr. Pellish and unanimously approved.

14. **Discussion for setting a date for a Public Hearing concerning the purchase of the Briel Building was**

taken off this week's Agenda by Ms. Noland pending the Commission's receipt of additional information to be received within three weeks.

15. Discussion on whether to extend the validity of any subdivision plan or plat that was valid and outstanding as of January 1, 2010 and had received preliminary approval by the Planning Commission prior to March 1, 2010 from July 1, 2012 until July 1, 2015.

Discussion on whether to extend until July 1, 2015 the requirements for the vesting of property rights contained in an ordinance enacted pursuant to 8A-4-2 that require the performance of any action within a certain time period for any subdivision or land development plan or plat that was valid and outstanding as of January 1, 2010 and had received preliminary approval by the Planning Commission prior to March 1, 2010.

To determine whether the time extensions, if approved by the County Commission, should be adopted through an amendment, resolution or agreement. Deadline is July 1, 2012.

Motion by Mr. Pellish to adopt policy related to vested property rights in Jefferson County. Motion seconded by Mr. Manuel and carried 3 – 1 with Ms. Morgan voting against.

16. Hiring outside counsel, Executive Session possible in accordance with West Virginia Code §6-9A-4.

Due to the absence of Ms. Widmyer, Mr. Manuel suggested holding this item over for three weeks until all Commissioners can be present. By general consensus, it was agreed that this item will be placed on the Agenda in three weeks or the first date that all Commissioners will be present.

COUNTY ADMINISTRATOR REPORTS

Interim County Commissioner, Debbie Keyser:

- Reminder that there will be no regular Commission meeting on July 5, 2012. On June 28, 2012 there will be a work session at the Charles Town Inn from 9:30 a.m. to 10:45 a.m. The work session will feature a guest speaker, Dr Steve Morse, Economist, who will speak to the public about tourism in Jefferson County, WV.
- On July 19, 2012 Fire and Rescue personnel would like to have a workshop with the Commissioners.
- Ms. Meyers presented for approval a Purchase Order in the amount of \$4,034.45 for a new server for the Planning & Zoning Department.

Motion by Ms. Morgan to approve an emergency Purchase Order in the amount of \$4,034.45 for the purchase of a new server for the Planning and Zoning Department. Motion seconded by Mr. Manuel and unanimously approved.

COUNTY COMMISSIONER REPORTS

Commissioner Manuel:

- Attended the Public Hearing on the Capriotti Rezoning Request.
- Attended the Ranson Car Show and Festival
- Attended a Teen Court Administrative Meeting.

- Attended a Jefferson County Emergency Services Meeting.
- Attended a Jefferson County Parks and Recreation Meeting.

Commissioner Morgan:

- Attended a Fitness Team Meeting with Jennifer Brockman.
- Attended an Historic Landmarks Commission Meeting.
- Reminder of the Legislative Breakfast Meeting sponsored by the League of Women Voters. beginning at 9:00 a.m. at The Dish restaurant.
- Mr. Morgan wondered if the MARC Train situation could be placed on the Legislative Forum form. The Commissioners were in agreement that it should be put on the Legislative Forum Form and submitted as a Commission. Commissioner Manuel questioned whether the Legislative Forum could be hosted by the Jefferson County Commission this year. Staff will work on this.

Commissioner Pellish:

- Commented on the new Wellness Program.
- Visited the Animal Welfare Society Animal Shelter and stated that the Shelter and the Animal Control Building need to be placed on the CIP.

Commissioner Noland:

- Attended a CVB Meeting where new officers were chosen'
- Attended the Public Hearing on the Capriotti Rezoning Request.

There being no further business, motion by Mr. Manuel to adjourn. Motion seconded by Mr. Pellish and unanimously approved. Upon rising at 12:20 p.m. the meeting was adjourned until next Thursday, June 28, 2012 at 9:30 a.m. followed by a Public Hearing at 7:00 p.m. when the Commission will hear public comment regarding the affordable housing component with regard to impact fees.

PATRICIA A. NOLAND, PRESIDENT